



## APPENDIX A

### Leicester Lions RFC, Blaby

#### BRIEFING PACK FOR SECURITY GUARDS & VOLUNTEERS

Volunteers have been allocated specific areas to work throughout the event. Everyone must ensure they comply with risk assessments and job descriptions, remain visible at all times to assist the public and help with the site evacuation (if necessary).

EVENT MANAGER – James Stanley – [REDACTED]

EVENT SECURITY Manager – Adam Booth – [REDACTED]

ASSISTANT EVENT MANAGER – Gary Reeves – [REDACTED]

Job descriptions, emergency procedures and contact numbers will be issued to all security guards and volunteers.

#### Emergency Procedure

If an emergency situation arises, please contact EVENT MANAGER – [REDACTED] or the ASSISTANT EVENT MANAGER – 07557 686527 via mobile phone giving clear details of the nature of the incident. If a decision is taken to evacuate the site, an announcement will be made and all volunteers and security guards will be notified.

Depending on the nature and location of the incident, a decision will be made by the Event Manager to evacuate through all exits - signposted by EMERGENCY EXIT signs. All security guards and volunteers will be responsible for helping with site evacuation.

Managers and Security Guards are responsible for using volunteers to direct the public to the appropriate evacuation exit. Following the evacuation of the site, volunteers will be instructed to report to the designated Assembly Points - MAIN CAR PARK near to the main entrance - to receive further instructions or to assist the emergency services. In the event of an evacuation, the appropriate emergency exits are: Evacuation Exit VA1 main gate – for use by **EMERGENCY VEHICLES ONLY**.

Evacuation Exit 1

Evacuation Exit 2

Exit via the Pedestrian only access to rear field

Exit via the Pedestrian only access to Lutterworth Road

**FIRST AID AREA** will be used as the **EVACUATION WELFARE CENTRE** for children and parents who become separated to enable them to meet up. Event volunteers will co-ordinate this arrangement and accompany children if necessary.

#### Lost Children Procedure

- The designated **FIRST AID AREA** will be the meeting and collection point for lost children
- The **FIRST AID AREA** will be staffed at all times by CRB volunteers.
- When a lost child situation arises, contact the Event Manager / Assistant Event Manager to inform them that there is a lost child situation.



- **DO NOT NAME THE CHILD OVER THE P.A.**

#### *Lost Child*

- All lost children incidents to be logged with the designated INFORMATION HANDLER at the **FIRST AID AREA** located within the Clubhouse.
- CRB Volunteers to accompany lost children to the **FIRST AID AREA**.
- If the child is particularly upset and it is not appropriate to take them to the **FIRST AID TENT** The PA Address System can be used to contact all volunteers to inform them that a child has been found and is being looked after at the **FIRST AID AREA** or in a particular area.
- If after a short period of time the child has not been reunited with a parent, the PA Address System will be used to announce identification details of the child **not using their name** - i.e: colour and type of clothing, height, hair colour etc. with details asking the parent to come to the **FIRST AID AREA**.
- If after 30 minutes the child has not been reunited with a parent/guardian, the INFORMATION HANDLER will notify the Police.

#### *Parent who has lost a child*

- After an initial search of the immediate area, a volunteer to accompany the parent/guardian to the **FIRST AID AREA** where details will be taken.
- An EVENT STAFF RADIO can be used to contact all stewards and volunteers to make them aware that a child has been separated from a parent.
- If a steward or volunteer finds the child, please contact the INFORMATION HANDLER immediately.
- The parent will then be directed to the appropriate area where the child is being looked after in order to reunite them.

#### **First Aid**

will provide First Aid. They will be situated in a private room within the clubhouse. All accidents / incidents will be logged on an accident report form.

No member of the Team shall be left on their own with an ill / injured person.

#### **Risk Assessment**

A full risk assessment of the event has been carried out and is at Appendix B.

#### **Plan and Layout**

A site plan can be found in Appendix E/F.